

**TO:** All Schools Participating in the MLTI Student Conference on May 22, 2015  
**FROM:** MLTI Student Conference Planning Committee

**SUBJECT:** General Safety Information for May 21, 2015

First off, thanks for making it possible for your students to be part of this day. In 2008, following the door prizes, it was discovered by one of the chaperones that a student was not with their group. As one can imagine a rather frantic 12 minutes followed as folks fanned out to search. The student was quickly located -- safely sitting on his school's bus, waiting to go home!

In order to avoid a repeat of this event, and recognizing that the MLTI Student Conference is different than a traditional school outing, we established the following basic guidelines that we ask all school groups to follow again this year.

1. All chaperones that come to the conference must stay connected to their students, and all students must stay connected to their chaperones.
2. By "connected" we mean that at least one adult knows where any given student is at any time, and students are sure their whereabouts is known.
3. Each school will designate a cell phone as the primary contact for your school team. In other words, if a parent or the school needs to reach any member of your school team on May 21st, this will be the primary contact number.
4. Each school will provide that primary contact number to the Registration Desk when picking up their registration packet so that we will have the ability to connect.
5. Each person carrying the designated contact phone for the school team will have the numbers of any cell phones that will be with students or adults at the conference. We have also created a space on the Conference Locations Map where your Team's cell phone numbers can be listed, meaning everyone will have those numbers available to them at all times.
6. We will have a cell phone at the Registration desk. This number will be distributed to all participants. It is: 207-613-6584. This number is printed on the Conference Locations Map.
7. If a student gets separated from their school group, or simply wants a quiet spot during this very busy day, the lobby of the Collins Center for the Arts, where the day will begin, will be the designated "lost & found" spot for everyone. Please emphasize that students should not head for their school's bus. The registration desk will be staffed throughout the day, and there is some seating available. As noted above, the phone number for the Registration Desk is: 207-613-6584
8. At the opening session, participants will be introduced to Staff & Volunteers. All staff and adult volunteers will be wearing gray t-shirts to make them easily identifiable to students.